

**FRANKLIN COUNTY  
DEPT. OF JOB And FAMILY SERVICES  
80 East Fulton Street  
Columbus, Ohio 43215**

**JOB ANNOUNCEMENT**

**CLASSIFICATION:** IM Case Control Reviewer **P.C.N.:** 100686  
(Bargaining)

**LOCATION:** Quality Control Unit/Quality Support Services **P.R.:** O12

**RESPONSIBILITIES:** Conduct internal reviews of public assistance and childcare cases identified by internal random sampling and/or identified as error prone by Federal and State Human Resources departments. Determine quality of work; identifies error, and identifies whether errors have been reduced. Review and monitor newly implemented programs/procedures to determine the feasibility or impact following implementation. Analyze information in case records, computer screens, record files and researches information to determine accuracy of decision. Work on site or home visits on some cases being reviewed.

Compile and collate data; prepare written and statistical reports. Summarize and explain the results and objectives of review findings. Identify problematic areas, and error prone elements. Provide feedback and recommend corrective action for Total Case Management.

**QUALIFICATIONS:** 1000 hours training in federal and state public assistance policies, procedural manuals and regulations (or 12 months experience); 1 course in public relations (or 1 month experience in position having contact with public or representatives of government or private sector organizations; 1 course in interviewing (or 1 month experience); 1 course in personal income budgeting (or 1 month experience); 1 course in English composition and grammar (or 1 month experience in writing reports or business correspondence), or equivalent. **NOTE:** 12 months experience as Income Maintenance Worker 2 or 3, Investigator 1, 2, or 3 or Hearing Officer 1 or like positions reviewing public assistance cases to determine or re-determine eligibility or to investigate public assistance fraud will automatically qualify. Valid Driver's License.

**SCREENING CRITERIA:**

Experience in utilizing online public assistance manuals and regulations to identify errors.  
Experience in preparing reports and summarizing results and objectives.  
Experience in reviewing programs/procedures for impact of implementation.

**STARTING SALARY:** \$15.39 per hour/180 day probationary period.

**DATE POSTED:** Wednesday, October 18, 2006

**DEADLINE DATE TO APPLY:** Tuesday, October 24, 2006, at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department at 373 South High Street, 25<sup>th</sup> Floor, Columbus, Ohio 43215

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